



**Town of Arlington, Massachusetts**  
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## **School Committee Minutes 12/21/2004**

**THE ARLINGTON SCHOOL COMMITTEE**  
**SPECIAL MEETING**  
**TUESDAY, DECEMBER 21, 2004**  
**7:30 PM**  
**Whittemore-Robbins House**

**Present:** Paul Schlichtman, Chair  
Jeff Thielman, Vice Chair  
Martin Thrope, Secretary  
Barbara Goodman  
Joani LaMachia  
Suzanne Owayda

### **Future Management Systems:**

Lyle Kirtman, Richard Warren

Arlington Advocate Editor Les Masterson

Absent: Sue Sheffler

*The meeting was called to order @ 7:30 pm*

*Mr. Schlichtman brought to the Committee's attention a request to approve a change in travel arrangements for the Honors Orchestra to travel by air instead of by bus that was previously approved by the School Committee. The dates of the trip to the Baltimore All State Performance are March 2<sup>nd</sup> through March 4<sup>th</sup>. The price by bus is quoted at \$3600.00; by air is \$2794.80.*

*On a motion by Ms. Goodman seconded by Ms. LaMachia it was unanimously Voted approval for the Honors Orchestra to travel to the Baltimore All State Performance by air instead of by bus (as previously approved).*

### **Superintendent Search**

*Richard Warren brought forth the names of the four finalists for approval by the School Committee. Marie Ferrari, Nate Levenson, Andre Ravenelle, Richard Silverman.*

*On a motion by Ms. Owayda seconded by Ms. LaMachia it was unanimously Voted to accept the four superintendent finalists Marie Ferrari, Nate Levenson, Andre Ravenelle, Richard Silverman as presented by Richard Warren of Future Management Systems.*

*Mr. Warren stated that the goal of the meeting was to develop the format for the day and the questions for the interview with the candidates. Mr. Warren summarized the highlights of the focus group's report and the Leadership Profile, which also served as a basis for the questions for the semi finalist candidates. Questions pertaining to precautions to ensure a fair and legal interview process were also reviewed as well as who negotiates with the candidate and what type of site visits may be desired if any.*

*The Committee agreed to have candidates visit and interview on the following dates: (tentatively) January 4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup>, and 10<sup>th</sup> with a snow date of January 11<sup>th</sup>. The Committee discussed the format for the day and who candidates should meet. Considerations include: visiting schools, staff, students, central office administration, principals, finance committee members, the Town Manager and Asst. Town Manager.*

*Mr. Schlichtman offered the idea of each candidate spending four hours at the high school to speak with anyone*

*they wish, visit any classes or programs in the school and review any documents or files they are interested in seeing; the candidate would then report and share their observations. The Committee was agreeable to the idea and decided that that would be one of the interview questions. Each Candidate will have the opportunity to meet with staff for a question and answer period at Thompson School from 2:45 – 3:30 pm. Paul will draft a notice letting the staff know the four finalists and inviting them to meet with the candidate for a question and answer period.*

*The tentative schedule for the day:*

*8:15 the candidate arrives and is met by a school committee member*

*8:30 – 9:00 The candidate meets with principals in the school committee room*

*9:00 – 9:30 Candidate meets with the Asst. Superintendent and Special Education Director*

*9:30 – 10:00 Candidate meets with the Chief Financial Officer*

*10:00 – 2:00 Candidate spends time at AHS*

*2:45 – 3:30 Candidate meets with staff at Thompson School*

*3:45 – 4:15 Candidate meets with Superintendent*

*4:15 – 4:45 Candidate meets with Town Manager and Asst. Town Manager*

*5:00 – 6:30 Candidate attends dinner with School Committee and possibly Alan Tosti, Charlie Foskett of the Finance Committee, along with Kay Donovan and Rob Addelson.*

*7:00 – 8:15 Public Interview (attendees will have time to submit written questions, time permitting)*

*Any person/group meeting with the candidate will be given feedback sheets, which in turn will be submitted to the School Committee for review.*

*Committee members worked in groups of two to formulate interview questions (attached) and established the agenda as follows:*

*Opening*

*Candidate shares reflections of the day at AHS (Paul S.)*

*Core questions from each School Committee Member*

*Submitted questions from public.*

*In addition the Committee requests that each candidate submit a writing portfolio with samples of, but not limited to, parent newsletter, staff newsletter, written evaluation of an administrator or other staff, and a budget presentation. The candidate will give the portfolio to the School Committee secretary upon arrival who will have copies available for all members at the public interview.*

*Richard Warren stated that reference checks would be completed by January 11<sup>th</sup>; Richard will also be in touch with the committee via email with a draft of the interview questions for the input and review and also to notify committee members of the date that each candidate will meet.*

*School Committee members acknowledged the desire to have two finalists on January 11<sup>th</sup>*

*On a motion by Ms. LaMachia seconded by Ms. Owayda it was unanimously  
Voted to adjourn at 10:00 pm*

*Submitted by*

*Karen Tassone*

*Committee Secretary*